

MINUTES OF MARCH 21, 2023 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:02pm and roll was called.

Commissioners present:

Lisa Brooks, President
Stefanie Boron, Vice President
Michael Covey, Treasurer
Bart Schneider, Commissioner
Carol Spain, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Bobby Collins, Director of Recreation & Facilities
John Cutrera, Director of Finance & HR
Kyle Kuhs, Director of Parks & Planning
Erin Classen, Supt. of Marketing & Communications
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: Jordan Spector

Consent Agenda: A motion was made by Commissioner Boron to approve the consent agenda items as presented including Minutes of February 21, 2023 Regular Board Meeting, Minutes of March 14, 2023 Committee of the Whole Meeting, and Approval of the Bills. Commissioner Schneider seconded the motion. No further discussion ensued.

Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: None

The motion passed.

Matters from the Public: There was no one wishing to address the Board.

Financial Report: The District's fiscal year 2022-23 is complete. Although the fiscal year is complete, this month's report is cash basis only. Accruals are still being entered and staff are preparing for the fiscal year 2020-23 audit scheduled for the week of April 10. The Recreation Department is overall up 10% from the prior year; \$5 million in revenue with \$2.4 million in excess revenue over expenses and accrual expenses still pending. Programs that drove revenue were primarily Kids Club, Game On! Girls, Sun Fun Camp, and Aquatics Camp; comprising 25% of total Recreation Fund revenue. The decrease in the Children's Circle Fund is due to a decrease in grant funding compared to the last fiscal year. The Fitness Dept. is showing \$5,000 revenue over expenditures. The Beach and Boating Dept. with \$60,000 revenue over expenditures. Watts Center fell short on the revenue amount budgeted; however, the \$40,000 in expenditures over revenue on Watts was better than budgeted. The G&A Dept. is close to budget at \$1,092,000 with accruals yet to be entered. The Parks Dept. expenditures were behind budget and behind prior year due primarily to salaries and insurance. The Corporate/Admin and Recreation Depts. revenue is higher than last year due to the delay in property tax payments; this year will be one month later than last year. An apples to apples comparison will become evident once accruals are entered. The Beach and Boating Dept. has historically been in the red and it is in the black this year.

Executive Director Report: Executive Director Sheppard indicated that the District was not awarded the OSLAD Grant for the West Park project. Awarding factors included past grants awarded to the District, looking to award depressed areas in the State, and specific demographics. There is a lot of OSLAD grant funding in the budget again this year. If the District should re-apply for a grant or not will be a topic during capital project discussion.

The budget draft is up for approval tonight. The first draft was reviewed and discussed in committee and the following approval draft given to commissioners for review. The notice that the budget is available for review to the community is posted in our lobby and on our Web site.

The employee evaluation, goal-setting, and merit increase process is complete. Many of the goals will come from the Comprehensive Plan being worked on this year.

Staff is busy preparing Watts Center for construction. The groundbreaking ceremony is set for April 11 at 6:30pm. Watts Advisory Group and Federal and State Senators and Representatives, both previous and newly re-districted legislators are invited. Families are welcome. We will be out of the building by Friday, followed by asbestos removal, and then construction will begin. Our Kids Club program will be held in a school, thanks to our great working relationship with the school district for which we are very thankful.

The Lakefront Park project construction begins in the next two weeks.

Early Childhood staff did a 6-hour in-service comprehensive training for continuing education credits on February 17.

The Leprechaun event was packed with over 200 attendees, very similar to our Boo Bash. The Recreation Team did a great job on this event.

The Spring Egg Hunt was moved to Kalk Park due to Watts construction. We are confident it can be held there because the park is draining so well.

Baseball and soccer start the beginning of April and the Parks Team is already out there prepping and lining fields. Water for drinking fountains will not be turned on until there is no chance for freezing temperatures.

A comprehensive Watts Annual Report will be presented at the next Board meeting.

The packet includes several legislative updates; in particular, a bill that was introduced for mandatory \$20/hour for lifeguards. While we don't think it will move on, this bill would be detrimental to park districts. If it does advance, the Board may be asked to contact our representatives. Discussion ensued.

The Comprehensive Plan kickoff meeting is scheduled for Wednesday, April 12 at 4:30pm followed by a 6:30pm Special Board meeting. That week, staff will participate in

focus groups. The Comprehensive Plan includes a Takiff safety assessment and lake shore management. We will contract the facility assessment in-house using past improvements, facility assessments, and information from the past Master Plan.

Staffing was reviewed. We are looking for staff for childcare, aquatics, and seasonal staff for the parks department. We have seen traction in childcare, but not enough. We were able to expand Kids Club by ten spots; however, hiring has been difficult. Cari Resis has been working in that program for years and the high school staff enjoy working with her.

Action Items:

Approval of FY2023-24 Budget – Approval Draft: A motion was made by Commissioner Boron to approve the FY2023/24 Budget – Approval Draft as presented. Commissioner Schneider seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks
NAYS: None
ABSENT: None

The motion passed.

Approval of the Intergovernmental Agreement by and between the Village of Glencoe and the Glencoe Park District for Reimbursement of Costs Associated with Glencoe Bluff and Ramp Improvements: A motion was made by Commissioner Boron to approve to authorize Executive Director Sheppard to sign and accept the Intergovernmental Agreement (IGA) between the Village of Glencoe and the Glencoe Park District for reimbursement of costs associated with bluff and ramp improvements as presented. Commissioner Spain seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks
NAYS: None
ABSENT: None

The motion passed.

Approval of Bids for the Lakefront Park Tennis Court and Playground Renovation Project: A motion was made by Commissioner Boron to approve the base bid and, if necessary, alternates #1 and #3 to not exceed \$607,182, and reject Alternate #2 from Hacienda Landscaping and authorize Executive Director Sheppard to sign a contract with Hacienda Landscaping for the Lakefront Park Tennis Court and Playground Renovation project as presented. Commissioner Spain seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks
NAYS: None
ABSENT: None

The motion passed.

Approval of Landscape Maintenance Labor Bid: A motion was made by Commissioner Boron to approve a one-year contract with Fleck’s Landscaping for landscape

maintenance labor at a rate of \$44.40/hour with the option for a second and third year based on performance as presented. Commissioner Spain seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks
NAYS: None
ABSENT: None

The motion passed.

Approval of Early Childhood Wing Swipe Card Policy: A motion was made by Commissioner Boron to approve the Early Childhood Wing Swipe Card Policy as presented. Commissioner Schneider seconded the motion. Sheppard confirmed that all policies need a formal vote, procedures do not. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks
NAYS: None
ABSENT: None

The motion passed.

Approval to Change the May 2 Regular Committee Meeting to May 9, 2023: A motion was made by Commissioner Boron to approve to change the May 2 Committee of the Whole meeting date to May 9, 2023 as presented. Commissioner Spain seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks
NAYS: None
ABSENT: None

The motion passed.

Approval of Resolution No. 950 – Lisa Sheppard 10 Years of Service: A motion was made by Commissioner Schneider to approve Resolution No. 950 for Lisa Sheppard's 10 Years of Service as presented. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks
NAYS: None
ABSENT: None

The motion passed.

Approval of Biannual Review of Executive Session Minutes 5ILCS 120/2(c)(21): A motion was made by Commissioner Boron to approve audio tape destruction of closed/executive session for which official minutes were approved and no litigation under the Open Meetings Act is pending from the year 2020 including 10/20, 12/1, 12/15; and from 2021 including 2/2, 2/16, 3/2, 4/6, 8/3 and; approve the release of previously approved confidential closed/executive session minutes from the year 2019 including 4/2, 7/9, 10/15, 11/19, 12/3, and from 2020 including 1/7, 2/4, 2/18, 12/1, 12/15, from 2021 including 2/2, 2/16, 3/2, 4/6, 12/7, from 2022 including 2/1, 4/5, and; approve and keep confidential closed/executive session minutes including 12/20/2022, and; approve and release closed/executive session minutes including 2/7/2023 and

3/14/2023 as mandated by 5ILCS120/2 (c) (21) as presented. Commissioner Spain seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: None

The motion passed.

Other Business: Reminder of the scheduled April 12 Special Board meeting on the Comprehensive Plan including candidate Jordan Spector as an active participant. Executive Director Sheppard indicated she sent out calendar invites. Next week is spring break; however, Sheppard indicated she would be working all week.

Adjourn: Commissioner Boron moved to adjourn the meeting at 7:29pm. Commissioner Schneider seconded the motion which passed by voice vote. No further discussion ensued.

Respectfully submitted,

Lisa M. Sheppard
Secretary